

## APPENDIX A

### MONTANA DEPARTMENT OF COMMERCE ECONOMIC DEVELOPMENT PROJECT APPLICATION FORM AND TABLE OF CONTENTS

*(It is required that this form be typed and completely filled out)*

Cells are formatted for numbers, currency, and percentages.

**This appendix should be the first item to appear in the application.**

#### **A. APPLICANT INFORMATION**

##### **1. Local Government**

Name of Local Government	
Address	
Phone Number	
Chief Elected Official (Printed Name and Title)	
Signature of Chief Elected Official	
Local Government Tax ID #	
Senate District Number(s)	
House District Number(s)	

##### **2. Local Development Organization**

Name of Contact Person				
Address				
Phone Number				
Email Address				
Existing Revolving Loan Fund (RLF)?	No		Yes	
			Balance	\$

Money available for loans

### 3. Authorization of Release of Information

The Applicant (*Local Government*), ***which has ultimate responsibility for submission of this application*** designates the following party as the authorized contact for additional information and/or documentation regarding this application for CDBG-ED funding.

Name of Contact Person	
Address	
Phone Number	
Email Address	

### 4. Assisted Business

Name of Company				
Contact Person				
Address				
Phone Number				
Email Address				
Business NAIC Code				
Business DUNS Number				
Does the business provide health care benefits?	No		Yes	

### 5. Regional Development Officer (RDO)

*Local governments must contact their RDO for assistance prior to and during the application process. Contact CDBG-ED staff for name and phone number of your RDO.*

Name of RDO	
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### **B. PROJECT SUMMARY**

In the box below, provide a summary of this proposal which describes the nature of the assisted business. This box may be expanded as necessary.  
Please provide sufficient information to explain the primary project and what CDBG-ED funds would be utilized for. Providing a detailed summary will enable grant reviewers to understand the proposal better and facilitate the application review process.

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## **C. BENEFIT TO LOW AND MODERATE-INCOME (LMI) SUMMARY**

### **1. Jobs and Cost Per Job Summary**

Total Number of <b>New</b> Jobs Created	
Total Number of <b>New LMI</b> Jobs Created	
Total Number of <b>Jobs Retained (only on retention projects)</b>	
Total Number of <b>LMI Jobs Retained (only on retention projects)</b>	
<b>Percentage (%) of Benefit to LMI</b> Total jobs/total LMI jobs - minimum 51% benefit to LMI Job retention projects must provide documentation that without CDBG-ED assistance the jobs would be lost.	
<b>CDBG-ED Cost Per Job</b> (Maximum \$25,000 per job) Total CDBG-ED Activity Funds Requested \$ ____ / # of jobs _____.	

### **2. Customized Training of Employees Summary**

Total Number of <b>Existing</b> Employees to be Trained	
Total Number of <b>New</b> Employees to be Trained	
Total Number of <b>Existing LMI</b> Employees to be Trained	
Total Number of <b>New LMI</b> Employees to be Trained	
<b>Percentage (%) Benefit to LMI</b> Total jobs/total LMI jobs - minimum 51% benefit to LMI	

<b>CDBG-ED Cost Per Job</b> (Maximum \$5,000 per job)	
Total CDBG-ED Activity Funds Requested \$ ____ / # of jobs ____)	

## **D. FUNDING SUMMARY**

Total CDBG-ED Activity Funds Requested	
Total Other Funds Committed	
Source	
Source	
Source	
Matching Funds (At least 1:1)	
Administrative Funds Requested	
No more than 8% of total CDBG-ED request.	

## **E. TABLE OF CONTENTS**





Review and complete the General Application Requirements section of the guidelines to make sure that all areas have been completed.

### **APPLICATION REQUIREMENT**

### **PAGE NUMBER**

1. Copy of Resolution Passed by CRDC	
2. Community Needs Assessment Narrative and Copy of Assessment Process	
3. Benefit to Low and Moderate Income Persons Narrative	
4. Appendix B. Local Government Local Development Organization and Business Application Certification	
5. Appendix C. Acceptance of CDBG Program Requirements Certification for Application <i>If a joint application, both local governments need to sign.</i>	
6. Appendix D. State Objectives for the Montana Department of Commerce Business Resources Division Community Development Block Grant Program	
7. Appendix E. Full Environmental Checklist	
8. Appendix E-A (Supplement) Environmental Review Site Specific Checklist	
9. Appendix H. Resolution to Authorize Application	

<b>10. Appendix I. Citizen Participation - First Public Hearing</b> Minutes, Attendance Sheet, Affidavit of Publication	
<b>11. Appendix I. Citizen Participation - Second Public Hearing</b> Minutes, Attendance Sheet, Affidavit of Publication	
<b>12. Appendix J. Draft Revolving Loan Fund Plan</b>	
<b>13. Appendix L. Draft Sub-Recipient Agreement</b>	
<b>14. Appendix M. Draft Management Plan</b>	
<b>15. Appendix N. Sources and Uses Form Part I</b>	
<b>16. Appendix N. Sources and Uses Form Part II</b>	
<b>17. Appendix O. Draft Hiring and Training Plan or Draft Hiring and Training Plan for Customized Employee Training</b> <i>Hiring and Training Plans for Customized Employee Training need to address the minimum wage requirement.</i>	
<b>18. Appendix P. Project Implementation Schedule</b>	
<b>19. Appendix Q. Draft Confidentiality and Non-Disclosure Agreement and Affidavit</b>	
<b>20. Appendix R. Draft Inter-local Agreement</b>	
<b>21. Appendix S. Income Survey Forms and Ethnicity/Racial Forms for Job Retention Proposals</b> <i>Forms for existing employees</i>	
<b>22. Appendix T. Business Plan</b>	
<b>23. Appendix U. Grant Assistance Agreements</b>	
<b>24. Appendix V. Preliminary Engineering Report Outline</b>	
<b>25. Appendix W. Preliminary Architectural Report Outline</b>	
<b>26. Financial Statements for 3 Most Recent Years of Operation</b> Balance Sheet Profit and Loss Statement Cash Flow Statement Reconciliation of Net Worth Current Aging of Accounts Receivables	
<b>27. Financial Projections for 3 years</b> Projected Balance Sheet Projected Profit and Loss Statement Projected Cash Flow	
<b>28. Debt Schedule</b>	

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|---|---|
| <b>29. Explanation of Working Capital Needs</b>   |  |
| <b>30. Personal Financial Statements and Tax Returns</b><br>(for owners with 20% or more ownership)                             |  |
| <b>31. Personal Credit Check Release</b><br>(for principal owners)  |  |
| <b>32. Public and Private Sector Commitments for Funding</b>  |  |
| <b>33. Acquisition Narrative - <i>if applicable</i></b><br><i>Buy/Sell Agreement</i>  |  |
| <b>34. Federal Labor Standards Narrative - <i>if applicable</i></b>   |  |
| <b>35. Map of Proposed Project Area</b>   |  |
| <b>36. FEMA Flood Map of Project Area - <i>if applicable</i></b>  |  |
| <b>37. Proof of Worker's Compensation Coverage</b><br>(for local government, assisted business, local development organization) |  |
| <b>38. Other Items (list)</b>   |  |